

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL COMMITTEE OPEN MEETING

Algonquin Regional High School Library
79 Bartlett Street, Northborough, MA

Wednesday, September 26, 2018
7:00 PM

Present: Mrs. Lynne Winter, Mr. Daniel Kolenda, Mr. Paul Desmond, Ms. Cathy Kea, Ms. Kathleen Howland, Mrs. Joan Frank, Paul Butka, and Ms. Jonetta Choi

Absent: Mr. John Kane, Ms. Jonetta Choi, and Ms. Kathleen Harragan Polutchko

Also Present: Mrs. Christine Johnson, Mr. Gregory Martineau, Dr. Sara Praguski Walsh, Mr. Michael Mocerino, Ms. Michele Tontodonato, Mr. Timothy McDonald, Mr. Andrew McGowan, Mr. Mike Gorman, and Ms. Marie Alan

Mrs. Winter reconvened the Open meeting at 7:42 p.m.

A. ACTION ON MINUTES:

1. Action on the Open Meeting Minutes of the Open Meeting of June 20, 2018.
Mrs. Winter asked for discussion and action on the minutes. Committee members discussed.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, "To approve the Open Meeting Minutes of June 20, 2018."

**MOTION ON
MINUTES**

B. EDUCATIONAL POLICY:

1. Approval of Algonquin Writing Center's Overnight Field Trip to the Secondary School Writing Centers Association Conference in Washington, DC November 8-10, 2018. Committee members asked questions; students fundraise for this trip each year.

Mr. Kolenda motioned, Mr. Butka seconded, and it was unanimously voted, "To approve the Algonquin Writing Center's Overnight Field Trip to the Secondary School Writing Centers Association Conference in Washington, DC November 8-10, 2018."

**MOTION ON
OVERNIGHT
FIELDTRIP**

C. NEW BUSINESS:

1. Back-To-School Update – Ms. Marie Alan, Director of Student Services, gave an update on summer programs including: academic learning this summer, 27 students, 5 programs, many efforts of administration and custodial staff. Ms. Alan gave an update on transportation. Ms. Deb Lemieux and Ms. Erica Edstrom, Assistant Directors of Support Services, gave an update on summer happenings. Ms. Rebecca Pellegrino, Human Resources Administrator, gave an update on the hiring this summer, accounts receivable efforts, web portal changes, and training. Dr. Walsh welcomed new staff member Ms. Andrea Cameron, Special Education Administrator; also, she welcomed back Ms. Michelle Tontodonato, Assistant Principal and Mr. Mike Gorman, Director of Maintenance and Grounds.

2. Athletics Update – Mr. Michael Mocerino, Athletic Director, gave an update on athletics including: teamwork, initiatives, leadership conferences planned, Athletic Council’s efforts, new athletic equipment purchased, Booster Club, and fall athletic start. Committee members asked questions and commented on the athletics at Algonquin.

Mr. Gorman gave an update on the custodial efforts, team work this summer, and overall needs of the building.

D. SUPERINTENDENT’S REPORT TO THE COMMITTEE:

1. Principal’s Report – Dr. Walsh gave an update on activities and events at Algonquin including: Open House, *Chicago* performance upcoming, Making Connections efforts, Robotics 1100, DECA, Freshmen orientation and dance, Ms. Burns traveling abroad grant, Fine Arts, Sports awards, Applied Arts grant, Science Curriculum grant, Color Guard team, internship opportunities, math initiatives, and maintenance efforts this summer.

Committee members thanked Dr. Walsh for the update.

2. Enrollments – In packet. Committee members discussed the differences with the Northborough and Southborough projections, actual enrollments, and assessment financials.
3. Final FY2018 Expenditure Report – Superintendent Johnson reviewed the expenditures including athletic receipts.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, “To approve the Final FY’2018 Expenditure Report until audited.”

**MOTION ON FY’18
FINAL
EXPENDITURE
REPORT**

4. Final FY 2018 Statement of Revenue – Superintendent Johnson reviewed and commented on the transportation revenue and circuit breaker increase and budget impacts.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, “To approve the Final FY2018 Statement of Revenue until audited.”

**MOTION ON FY’18
FINAL STATEMENT
OF REVENUE**

5. Regional Treasurer’s Report – Ms. Christine Tague, District Treasurer, gave an update on the financials for FY2018 and FY2019. Ms. Tague discussed the bonding, E&D fund, assessments, Chapter 70 increased funding.

6. FY’19 Revised Assessments. Superintendent Johnson discussed the assessments. Mrs. Winter asked for action.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, “To approve the FY2019 Budget and Assessments:

**MOTION ON FY’19
REVISED
ASSESSMENTS**

Gross Operating Budget of \$23,082,958

Operational Budget Assessment of \$18,938,655

Representing an Operational assessment to Northborough of \$11,304,714

Representing an Operational assessment to Southborough of \$7,633,941

Debt Payments of \$1,043,653
Representing a Debt assessment to Northborough of \$610,774
Representing a Debt assessment to Southborough of \$432,879

Total Assessment – Operating and Debt of \$19,982,308
Representing a total assessment to Northborough of \$11,915,488
Representing a total assessment to Southborough of \$8,066,820

7. FY'2019 Monthly General Fund Expenditure Report as of August 31, 2018.
Mrs. Winter asked for discussion and action.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, "To approve the FY'2019 Monthly General Expenditure Report as of August 31, 2018 until audited."

**MOTION ON FY'19
GENERAL FUND
EXPENDITURE
REPORT**

8. FY'2019 Statement of Revenue as of August 31, 2018. Mrs. Winter asked for discussion and action. Superintendent Johnson commented that athletic receipts and parking pass revenues have increased. Ms. Johnson gave Special Education funding and circuit breaker updates.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, "To approve the FY'2019 Statement of Review Report as of August 31, 2018 until audited."

**MOTION ON FY'19
STATEMENT OF
REVENUE REPORT**

9. FY'20 Budget Priorities – Committee members discussed the Budget Priorities and language. Superintendent Johnson and Mrs. Winter discussed that the committee has some time to make changes before approving.
10. FY'20 Budget Calendar – Superintendent Johnson reviewed the calendar and some recent changes.

E. OLD BUSINESS:

1. Bring Your Own Device (BYOD) Update – Assistant Superintendent, Greg Martineau introduced the members that have been pioneering the BYOD initiatives. Ms. Julie Doyle, Director of Instructional Technology and Digital Learning, Mr. Andy Mariotti, District Technology Manager and Mr. Brian Calnan, Technology Teacher gave a PowerPoint presentation including: college prep, increase learning, blended learning, and self-directed collaborative learning benefits. Committee members asked questions about technology and health, technology and security, and equipment availability.

F. POLICY DEVELOPMENT AND/OR DISTRIBUTION: in packet.

1. Distribution of Policy Manual Updated Index
2. Distribution of Approved Policies
- a. E-210 School-Based Public Access Defibrillation Program
 - b. I-340 Religious Observance Policy
 - c. J-120 School Immunization Requirements
 - d. J-220 Dispensing of Medications
 - e. J-340 Head Injury and Concussions Policy

G. AUDIENCES: SHARING: Mrs. Winter asked for audience sharing. Mrs. Winter shared her participation in the Brian Arsenault bike event. Mr. Kolenda shared his experience as well. Many police, fire, other town residents, and many participants that supported the ride.

H. PERSONNEL:

1. Distribution of Personnel Report and New Staff Appointments – Mr. Butka asked about math teachers; Superintendent Johnson clarified the leave of absences.

I. COMMUNICATIONS:

1. District Back-To-School Newsletter Communication
2. Algonquin Regional High School Receives National Recognition from Special Olympics for Achievements with Inclusion
3. Communication from George Edwards, NEASC Commissioner on Public Schools
4. Distribution of 2018-2019 Subcommittee and Liaison Assignments
5. Distribution of 2018-2019 School Committee Meeting Dates
6. Distribution of 2018-2019 Department Presentation and Student Advisory Schedule
7. Distribution of MASC/MASS Joint Conference Information
8. Distribution of the *Harbinger*

J. APPROVAL OF BILLS AND PAYROLLS:

Superintendent Johnson had bills and payrolls requiring approval.

K. AGENDA ITEMS FOR NEXT MONTH:

1. Algonquin Regional High School Improvement Plan and APTO Presentation
2. Algonquin Regional High School Boosters Club Presentation

No further business needed to be discussed. Mrs. Winter asked for a motion to adjourn the Open Meeting.

Mr. Kolenda motioned, Mr. Butka seconded, and it was unanimously voted, "To adjourn the Open Meeting of the Northborough Southborough Regional School Committee."

**MOTION TO
ADJOURN**

The Regional School Committee Open Meeting Open Meeting ended at 9:35 p.m.

Respectfully submitted,

Eileen Dawson

Recording Secretary

List of Documents used at meeting:

1. Summary of Agenda Votes, Northborough-Southborough Regional School Committee Meeting for September 26, 2018
2. Agenda for Northborough-Southborough Regional School Committee Meeting for September 26, 2018
3. Northborough-Southborough Regional School Committee Open Meeting Minutes, dated June 20, 2018
4. Student Travel Request for SSWCA annual Conference in Washington DC, Nov 8 – 10th, 2018
5. Draft of School Committee and Liaison Assignments 2018-2019
6. Principal Report, September 2018

7. FY18 Final End of Year General Fund Expenditure Report, June 30, 2018
8. Northborough Southborough Regional School District FY2018 Budget Monthly General Fund Expenditure Report, dated 8/31/18
9. Northborough/Southborough Regional School District Statement of Revenue, dated 8/31/18
10. School District Algonquin Regional High School Enrollments, actual 2017-2018: enrollments – 10/2/17, actual enrollments as of 6/7/18; and projected 2017-2018 enrollments as of 6/7/18
11. Northborough Southborough Regional School District, School Committee Approved FY2019 Budget, voted February 28, 2018
12. Proposed Budget Calendar, FY2019
13. Algonquin Regional High School – Bring Your Own Device Overview
14. Personnel Report, September 26, 2018
15. Policy Distribution: E-210 School-Based Public Access Defibrillation Program, I-340 Religious Observance Policy, J-120 School Immunization Requirements, J-220 Dispensing of Medications,, and J-340 Head Injury and Concussions Policy
16. Special Olympics Unified Champion Schools
17. New England Association of Schools and Colleges, Inc., July 11, 2018 letter
18. Approved 3/21/18 the 2018-2019 School Committee Meeting Dates
19. MASC, regarding Special “End of Year” Conference Savings, dated 6/6/18
20. *Harbinger*, August 2018, Vol.31, No. 1

Approved: 11/28/2018